# INFORMATION SHEET FOR 9/13/16 TRUSTEES' MEETING

Attachment: 4.5

TO: James W. Bridges

FOR: Board of Trustees

FROM: Mindy Maxedon

ISSUE: Surplus Item

BACKGROUND:

The Maintenance and Technology Departments have maintained storage of items that the school district is no longer using due to outdated or non-functioning equipment. To free up the space occupied by this outdated and/or non-functioning equipment, we would like to surplus the items listed below.

ITEMS TO BE SURPLUSED

Description of Items: Various equipment components and miscellaneous items.

Please see attached spreadsheet.

Disposition of Items: If eligible, items will be auctioned on E-Bay through Bay City Surplus. Any remaining items considered e-waste will be appropriately disposed of, if needed.

RECOMMENDATION: Approve the item listed above as surplus.

# Surplus Inventory Control

Hawkins 9/8/2016

| ITEM INFORMATION | | |
|---|---|---|
| ITEM DESCRIPTION | JESD ASSET TAG # (IF APPLICABLE) | LOCATION ON SITE |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02674 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02673 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02542 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02551 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02676 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02690 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02703 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02685 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02680 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02688 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02691 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02687 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02698 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | 02697 | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | No Tag | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | No Tag | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | No Tag | Hawkins |
| Intel Computer Set (Modum, Screen, keyboard, mouse) | No Tag | Hawkins |
| HP Laserjet 4000 | 00507 | DO |
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